

August 6, 1936.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
North Central Division
Washington, D. C.

To: CHAIRMEN OF STATE AGRICULTURAL CONSERVATION COMMITTEES.

Subject: Payment of Association Expenses for July, 1936.

This will confirm four Night Letters sent to State Chairmen under dates of August 3, 4, and 5 as follows:

"August 3, 1936.

"Pending approval procedure for handling association expenses, temporary arrangements made to pay July expenses on basis Form 1024, Statement of Administrative Expenses, and 1024a, Continuation Sheet, used for control associations, Commodity Programs. Submit July expenses conservation associations on this form modified in heading to read, 'County Agricultural Conservation Association', instead of 'Control Association'. Although additional supply 1024 and 1024a being printed, suggest you mimeograph requirements for July. See C. H. Circular Letter CA-7 for instructions on preparation. Every effort will be made expedite payment expenses upon receipt these statements and properly executed bond of treasurer. Organization papers should also be submitted as outlined in previous instructions. Please instruct associations accordingly."

"August 3, 1936.

"Retel August 3.

"Rates of compensation for association officials and employees in excess of those provided your Letter of Authorization through June 30, shall not be approved on July accounts. Many associations may wish to use lower rates. Not necessary to follow EO Grades. No mileage to be paid except to county committeemen, who shall not be paid over three cents per mile. Please advise associations regarding these rates so they can prepare Form 1024 accordingly."

"August 4, 1936.

"Refer our telegram August 3. Entire available supply amounting to approximately three copies Form 1024 and ten copies 1024a per county being mailed your office. As no fiscal committee was elected, association president and secretary should sign these forms."

"August 5, 1936.

"Annual association budgets are not to be prepared before July expense statements are submitted. Treasurers' bonds should be large enough to safely cover the two months when expenses will be highest. Expect further information by Air Mail soon."

The following information concerning July expenses is being sent in accordance with provisions of my Night Letter of August 5:

Salaries. State Committees will not approve the payment of salaries to committeemen or association employees at rates higher than those which the State Chairman was authorized to approve under his Letter of Authorization. The EO Grades and rates used prior to July 1 need not be followed in determining salary rates. Where salaries lower than those in your Letter of Authorization can be used satisfactorily in any county, such lower salaries should be used. In listing members of the county board of directors, except county committeemen, they will be classified as community committeemen.

Not more than one person in each county office should receive a salary over \$4.50 per day. If the county agent or county emergency agent serves as secretary, the principal clerk may be paid a salary of not to exceed \$5.00 per day. If, however, someone other than the county agent or county emergency agent serves as secretary and spends the major part of his time on such work, he should also perform the duties of a principal clerk and no other clerical assistant should be paid over \$4.50 per day.

Travel. County committeemen may be allowed mileage at the rate of three cents per mile. With the approval of the State Office, members of the boards of directors may be allowed mileage at the same rate only for trips to attend official meetings of the board of directors. This provision amends my Night Letter of August 5 relating to mileage. No payment for mileage shall be made to the secretary, the treasurer, or any other official or employee of the association except those listed above.

Equipment and Supplies. Equipment and supplies which associations found it necessary to purchase during the month of July may be claimed in the July expense statement.

Expenditures for postage, printing, rent, and telephone and telegraph may be claimed when supported by the necessary papers as provided in C. H. Circular Letter No. CA-7.

Preparation and Transmittal of Expense Statement Forms 1024 and 1024a for July. Five copies of the expense statement should be prepared in accordance with instructions included in C. H. Circular Letter No. CA-7. A copy of C. H. Circular Letter No. CA-7 is being mailed under separate cover. The following Sections and pages apply to the Agricultural Conservation Program:

Section II

Section III, pages 3, 4, 5, 6, and 7.

Section VI

Section VII

Section IX

Also Specimen Forms on pages 19 and 20.

Association secretaries who did not serve also as secretaries of wheat tobacco, or corn-hog associations, or who do not have copies of C. H. Circular Letter No. CA-7, should be furnished with mimeographed copies of the Sections and pages applicable to the Agricultural Conservation Program. It is necessary that the associations follow closely the detailed instructions in order to avoid suspensions and unnecessary delays in payment.

The typed copies of Expense Statements prepared on Forms 1024 and 1024a must be identical in every respect. The five copies will be used as follows:

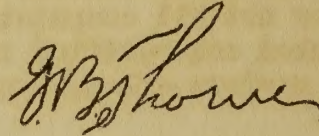
One copy will be kept in the county office and four copies will be transmitted to the State Office. When received in the State Office, these forms should be examined to make certain that they have been prepared in accordance with instructions in Circular Letter No. CA-7 and that they contain no items of expense or rates which should not be approved. If approved by the State Office, one carbon copy will be retained and the original and two carbons forwarded to the North Central Division. It is optional with the State Committee whether or not all computations and extensions on the expense statements shall be checked and verified in the State Office as the Administrative Audit Section will perform all such work before statements are approved for payment.

Summary of July Expenses on Budget Form 1027. After Expense Statement, Forms 1024 and 1024a, is completed in the county office, there shall be prepared on Budget Form 1027, modified* in accordance with the attached specimen copy, a summary of the expenses and rates of compensation claimed in the July account. This summary is to be signed by the president and secretary, and one copy is to be retained in the county office. Two copies will be forwarded to the State Office with the expense statement for July, one copy being retained in the State Office and the other being forwarded to Washington with the expense statement.

Transmittal of Check for July Administrative Expenses. All checks for administrative expenses will be mailed to the association treasurer, c/o the county office. The treasurer will deposit the check and draw individual checks payable to individuals and firms entitled to payment in accordance with the approved expense statement.

*Note: While only one modified Budget Form 1027 is being sent to each State office, additional copies may be prepared by making the following necessary changes: (1) In the heading on the left side of the form, cross out the number "1027"; also, cross out "(Revised July 1934)" and immediately below this revision date type the date "July 1936". (2) To the right of the first broken line at the top of the page, strike out "Control" and enter the word "Conservation" above. (3) After the third broken line, cross out "Section" and enter "Division" above. (4) In the column headed Title of Account, enter in the space after "Field supervisors" the words "or Farm Reporters". (5) In the same column, in the item headed "Bank", enter a parenthesis after the word "charges" and cross out "and tax on checks)". (6) In the certification at the bottom of the form enter "for State Office:" immediately after the words "Recommended for approval:". (7) Under the last broken line on the left of the page, strike out the word "Comptroller." (8) At the bottom of the form, cross out the words "Commodity Sections" and immediately below type "Regional Divisions".

The Secretary or other qualified persons in the county office may cooperate with the treasurer in the preparation and distribution of checks, the securing of receipts, and carrying on correspondence relating to expense checks and receipts. It is not expected that the treasurer will perform work of a strictly clerical nature, such as typing copies of Receipt Form 1025, which work can be done more efficiently by clerical assistants. The treasurer is not required to be personally present in the office when expense checks are passed out and receipts secured. He should rather supervise the carrying on of such work by persons regularly employed in the county office.



G. B. Thorne,
Director,
North Central Division.